

2019-2020 PRM Copy Numbers & Flyer Printing Information

Updated 08/10/2019

**Copy quantities are always subject to change*

Important note from the principal: "In an effort to help information go out smoothly and consistently to all our families, if you would like flyers sent home in folders on **Wednesdays**, please have it delivered to the front office by Friday afternoon (before the end of the school day.) Please remember that flyers need to be separated/counted out for each classroom. This allows time to put the information in teacher's mailbox by Tuesday and gives staff members the time to put it in the Wednesday folders. Any information given to office staff or placed in mailboxes after that will be saved for the following week. If there is emergency information that needs to be sent out, it will be dealt with on a case-by-case basis and it will need to be cleared through the principal."

The PRM PTO and Foundation recommend using this local copy shop:

Phipps Reprographics, Inc.

6920 Plainfield Road, Cincinnati, OH 45236

(513) 793-1030

print@hippsrepro.com

M-F 8:30am to 5:00pm

***Copies for PRM are "Tax Exempt" through the Pleasant Ridge School Foundation.** Phipps has this information on file. If you chose to make copies elsewhere, contact me for the tax-exempt code.

Feel free to contact me with any questions about these instructions,

Allison Goodman (PTO President)

ALGoodman3@aol.com

(513) 284-5656

***TO SEND YOUR COPIES VIA EMAIL, PLEASE USE A SCRIPT SIMILAR TO THIS ONE BELOW:**

(It is recommended that you call to follow up on your order... you can call to tell them the email has been sent and you should also call to confirm your order is ready before going to pick it up.)

SAMPLE EMAIL:

Phipps Printing Department,

Please make *FULL SIZE OR HALF SIZE* black and white 8 ½ x 11 copies on *INSERT PAPER COLOR* paper and collate as directed below, by *INSERT DATE*.

(Remember to add any other special notes- especially if making half sheet flyers, or if folding or cutting is required.)

Please collate these copies as follow:

- 7 bundles of 25 (total 175) for 3-6 Classrooms
- 12 bundles of 27 (total 324) for 6-9 Classrooms
- 10 bundles of 29 (total 290) for 9-12 Classrooms

Total Copies: 789

For billing purposes, please use the Tax Exempt code for the Pleasant Ridge School Foundation.

Contact me when I can pick up this order or if you have any questions.

Also, could you confirm that you received this order by replying to this email?

Thank you,

Insert your name

PRM (Insert your role at PRM)

Insert your phone number